



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

John F. Scruggs, Treasurer
Burson-Marsteller Political
Action Committee
1801 K Street N.W., Suite 901-L
Washington, DC 20006

AUG 28 1996

Identification Number: C00201863

Reference: July Quarterly Report (4/1/96-6/30/96)

Dear Mr. Scruggs:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$8,755 in individual itemized contributions. The sum of the entries itemized on Schedule A, however, indicates the total to be \$6,989.16. Please amend your report to clarify the discrepancy.

-The totals listed on Lines 11(a)(i) and 11(a)(ii), Column B of the Detailed Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. When an individual's aggregate exceeds the \$200 threshold, the amount should not be deducted from the Column B figure for Line 11(a)(ii). Please amend your report and any subsequent reports that may be affected by this correction.

-Please provide a Schedule A to support the entry reported on Line 16 of the Detailed Summary Page. All refunds received from federal candidates and committees must be itemized on Schedule A regardless of the amount of the refund. 2 U.S.C. §434(b)

-Your report disclosed a category of financial activity that has been reflected on the wrong line of the Detailed Summary Page. Uncashed contributions returned by federal candidates/committees should be properly disclosed on a separate Schedule B, as a negative entry supporting Line 23 of the Detailed Summary Page. Please

refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

-Please amend your report by providing the election designation for each disbursement itemized on Schedule B supporting Line 23.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,



Neil Evans
Reports Analyst
Reports Analysis Division

